



December 22, 2008

To: ALL PERSONNEL OFFICERS

From: STATE PERSONNEL BOARD


Subject: New Career Executive Assignment Request Form

On December 2, 2008, the State Personnel Board (SPB) approved use of the new Career Executive Assignment (CEA) Position Request Form. Although there are no changes to the criteria for allocating positions to the CEA category, the new form will facilitate collection of the information needed to ensure that each CEA position is fully justified. Departments will electronically transmit the form simultaneously to SPB and the Department of Personnel Administration (DPA), thus creating a more efficient and paperless submission process.

In September 2007, under the auspices of the HR Modernization project, the CEA Task Force was launched to review various aspects of the CEA program. As its first priority, the Task Force developed the new form, which has been pilot tested with 16 departments since May 2008. The form consolidates information previously contained in the CEA justification memorandum, Key Position Description, and Data Input Form. Typically, SPB staff will process sufficiently documented CEA requests within 30 calendar days of receipt. When notified about the approval of CEA positions by SPB, DPA will complete the formal CEA level determination process.

The new [CEA Position Request Form](#) with detailed instructions is attached. Departments must begin using the new form for all new CEA requests. SPB and DPA will continue to review CEA requests which have already been submitted.

CEA Task Force members will provide an overview of the new form at future Ad Hoc, SPIN, and Exam and Classification Supervisors Forum meetings. If you have any questions about the new form, please contact Denise Masuhara at 657-2904.



SUZANNE M. AMBROSE
Executive Officer

Attachment